

HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 Hickory Valley Road
Chattanooga, TN 37421
Main Line: (423) 498-7030
Email: doe_purchasing@hcde.org

Posted Date: April 29, 2022

Solicitation No.: RFP 22-19

Solicitation Name: Professional Development Management System

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. ATTACHMENT: NONE

2. QUESTIONS/ANSWERS

1.	Whether companies from Outside USA can apply for this? (like, from India or Canada)
Answer	Hamilton County Schools does not currently contract with companies outside the USA unless the company has a domestic office and required Federal ID number. Vendors outside the USA may submit a proposal for this solicitation where they have a domestic office, acceptable Federal ID number and are able to meet the solicitation terms and conditions as well as provide the scope of services. All pricing must be presented in US dollars and all payments will be made to the Vendor's domestic office in US dollars.
2.	Whether we need to come over there for meetings?
Answer	The Vendor may be required to physically visit Hamilton County, TN to provide services or conduct meetings. Per the specifications, Ongoing, in-person and remote live training are expected as part of the Vendor services.
3.	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Answer	Some tasks may be performed outside the USA. It remains the responsibility of the Vendor to ensure the minimum scope of services and performance requirements as indicated in the RFP are met.
4.	Can we submit the proposals via email?
Answer	No, proposals for this solicitation may not be submitted via email. Vendors interested in being considered for this solicitation must submit proposals in accordance with the terms, conditions, and provisions as set forth within the RFP.

5.	<p>(Page 2) 2. Requirements for Submitting Bids - Bids made on forms other than the Bid Form will not be considered. No modifications or alterations to the bid documents may be made either by interlineation, supplements or deletions. Documents submitted with modifications of any kind will be ruled nonresponsive and the vendor possibly removed or suspended from the bid vendor listing for a period of up to two (2) years.</p> <p>Due to this requirement would it be possible for HCS to provide the password or an unlocked copy of the HCS PDF RFP so we can complete the forms?</p> <p>In addition, for the Vendor Questionnaire, Form 1a on Pages 30-32, would it be possible for HCS to provide your Word Document for this table so we can insert our full text easily and we can then PDF the document to insert it back into our PDF Proposal Response Document?</p>
Answer	An unlocked version of the solicitation PDF has been provided to the project page of Vendor Registry.
6.	<p>RFP Pages 1 & 2. To confirm the questions are to be sent to Debbie Jackson, Procurement Contact but our complete Proposal Response are to be sent to Denise Ellison?</p>
Answer	<p>– Yes, Procurement Contact email is doe_purchasing@hcde.org; Sealed bids should be mailed according to the instructions on cover page of RFP 22-19.</p> <p>Sealed bids will be received addressed to the Attention of: Denise Ellison, Hamilton County Department of Education, 3074 Hickory Valley Road, Chattanooga, Tennessee 37421, until 2:00PM, on May 11, 2022. Any bid received after the scheduled closing time for receipt of such bid will be considered late and shall be considered Non-Responsive.</p>
7.	<p>RFP Page 1, regarding the Original bid:</p> <p>To clarify, that digital scanned signatures are acceptable to be included in the Original Proposal?</p>
Answer	Yes, digital scanned signatures are accepted.
8.	<p>(Page 5) Terms and Conditions, 27. Pricing; Vendors are to quote a firm fixed price or discount for the term of the contract; inclusive of any renewals. Upon notice of request for renewal, or in the event of significant industry wide market changes, the Vendor may request a price increase. Proof of price increase must be supplied to the HCS Procurement Department. HCS reserves the right to accept or reject the requested price increase. If the price increase is rejected, the vendor may:</p> <p>To clarify, the initial fixed three (3) year contract is a total system price for the first 3 years including implementation and renewals? For the next three (3) years after the initial first 3 years, the contract is a yearly contract that can be renewed upon approval, correct?</p>
Answer	Yes, see page 12, 1.0 Contract Period. Year 4,5, & 6 (if renewed). See pg. 26 Tab 6: Price Scoring for additional information.
9.	<p>(Page 13) 4.0 Specifications, 4.1 Hosting / Solution Requirements: Provided training library and help documentation</p> <p>Is HCS looking for a training library on how to use the Professional Development Management System or a library of self-paced prebuilt content? If it is the latter please provide areas of interest.</p>
Answer	HCS is open to a variety of options available from potential proposers.
10.	<p>(Page 14) 4.0 Specifications, 4.7 Optional / Preferred: Include a mass notification system that integrates with CMS</p> <p>Please clarify the acronym CMS, the function CMS provides, and how the information from the mass notification will be used.</p>
Answer	CMS stands for Content Management System. The intent is that the Vendor proposed system can integrate the current HCS related content into their platform. We request the Vendor’s system functionality as it pertains to CMS and its intent be described within the submitted proposal in addition to any related timelines as currently requested within the evaluation criteria.

11.	<p>(Page 23) Submittal Requirements & Evaluation Criteria, 2nd Paragraph: Submittal package is requested to not exceed 20 pages, printed single sided.</p> <p>Is it possible to increase the page size limit or perhaps allow review of attachments? The RFP seems to include a lot of comprehensive requirements that need a response and we wish to thoroughly answer and explain our solution, offerings, and benefits to HCS.</p>
Answer	<p>Yes, and increased page limit is allowable. The current page limit is a requested figure and may be surpassed at the discretion of the Vendor. Keep in mind the below following items do not count towards the page limit: Cover page, Dividers, Tabs, Sample Agreement, Resumes, Certifications, Licensure, and Financial Reporting Documents. We do request the Vendors submitting keep submitted material relevant to the requested criteria and solicitation.</p>
12.	<p>Page 26) TAB 6: Price Scoring: HCS's allocated spend for all services under this Agreement is expected to not exceed \$300,000.</p> <p>To clarify the \$300,000 limit is just for Year 1 or for the complete 3 Year fixed Contract.</p>
Answer	<p>The \$300,000 is for the complete 3-year contract.</p>
13.	<p>(Page 31) Vendor Questionnaire, 10. What is the timeframe for completion of the project?</p> <p>When does HCS envision the proposed start and completion dates of the implementation?</p>
Answer	<p>Start date would be ASAP, It looks like with the RFP Timeline start date mid-June.</p>
14.	<p>(Pages 44-47) Vendor Packet and W-9 for Non-HCS Vendors</p> <p>To clarify, if we are currently a Vendor for HCS and supply HCS one of our Solutions, do these forms need to be completed as part of our Proposal Response?</p>
Answer	<p>A – We recommend you update the information in case any of it has changed.</p>
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Answer	

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Debbie Jackson

Procurement Specialist III
Procurement Specialist Phone: 423-498-7030
Hamilton County Department of Education